

To access your referral, view applicant information, and indicate your selection in the GSAjobs Hiring Management system, please use the following instructions.

STEP 1: Applicant/Referral Review

1. Go to the GSAjobs website at <https://hr.monstergovt.com/gsa/home/login.hms>
2. Select the Single Sign On (SSO) link. If you have any issues, please send an email to GSAjobs@gsa.gov for assistance.
3. Click on My Assigned Certificates
4. Click on the certificate number you would like to review.
5. Follow the instructions in the Selecting Official User Guide (<https://drive.google.com/file/d/1qbifrBou5hR2nN9RVLbo7htz25Eg7P7E/view?usp=sharing>)

The following types of referrals have been issued: List only those that apply.

--COMPETITIVE (BEST QUALIFIED "BQ") REFERRAL: These candidates were among the "best qualified" candidates

--NON-COMPETITIVE REFERRAL: These candidates had to meet the qualification requirements, but did not have to compete to be referred

--BQ-WAIV REFERRAL (1102 positions at the GS-13 & above): These candidates met the experience requirements and were among the "best qualified" candidates, but may require a GSA waiver of training and/or education

--NC-WAIV REFERRAL (1102 Positions at the GS-13 & Above): The candidates on the Non-competitive Waiver referral met the basic qualification requirements, were not required to compete, but may require a GSA waiver of training and/or education

STEP 2: Conduct Interviews/Reference Check

Below are reference guides to help you in the interview, reference check, and selection process.

INTERVIEW RECOMMENDATION: We recommend that you interview all referred candidates from all lists. When that is not possible, conduct a review each of the referred candidate's resume and responses to the vacancy questions to determine who to interview. The Employment Interview Guide (<https://docs.google.com/a/gsa.gov/open?id=0B9BftiV2gXZSNmU3OGYzYjQtODNhZS00MzY2LWE5Y2QtNmJjY2Y1N2NlODI3>) provides instructions and tips for successfully conducting interviews.

REFERENCE CHECKS RECOMMENDATION: The Reference Checks Handout for Supervisors

(<https://docs.google.com/document/d/1DVQ4HqAhTExnoSmthvgSD98fbUA5TQaoIEQV8TIJhm>)

[A/\) explains the importance of and the process for conducting reference checks on non-GSA candidates.](#)

SELECTIONS: IF ONE OR NO VRAs ARE REFERRED, USE THE FOLLOWING VERBIAGE AND DELETE INSTRUCTIONS BELOW!

You may select any of the candidates referred. Then, document and forward your selection electronically through the system. Before submitting your selection to HR in the GSAjobs system, be sure to obtain any necessary approvals within your organization. The Candidate Selection Guidance for Selecting Officials

(https://insite.gsa.gov/cdnstatic/insite/Candidate_Selection_Guidance_for_Selecting_Officials.pdf) provides important information and guidance for completing the selection process.

IF TWO OR MORE VRAs ARE REFERRED, USE THE FOLLOWING VERBIAGE AND DELETE INSTRUCTIONS ABOVE!

You may select any of the candidates referred. However, if you select a Veteran Recruitment Appointment (VRA) candidate from the non-competitive referral, they must be considered in the following order:

(list each 10-point preference eligible in order of his/her numerical ranking followed by the names of all other qualified VRAs in order of numerical ranking)

Then, document and forward your selection electronically through the system. Before submitting your selection to HR in the GSAjobs system, be sure to obtain any necessary approvals within your organization. The Candidate Selection Guidance for Selecting Officials (<https://docs.google.com/a/gsa.gov/open?id=0B9BftiV2gXZSVHNzRGF2ZVNTTC01ZDBlcIV3N2NxUQ>) provides important information and guidance for completing the selection process.

STEP 3: Submit Selection(s) to HR

Follow the instructions in the Selecting Official User Guide for submitting the certificate to HR.

Once your selection is submitted to HR through the GSAjobs system, we will assume all necessary approvals have been obtained, and we will proceed with the making the job offer.

Timelines: As part of Office of Personnel Management's 80 calendar day hiring goal, a 24 calendar day period has been established for the selection process. GSA is committed to meeting these timelines. Your access to the referral(s) will expire on (Fill in expiration date 24 days from date of referral). If you need to request an extension, please submit your request prior to the expiration date. Requests for extensions will be reviewed, and extensions may be granted in 5 day increments.

What's next?

After receiving your selection decision(s), I will contact you to discuss the necessary steps going forward.

CONFIDENTIALITY NOTICE:

This email message contains a password which provides access to Personal Identifiable Information (PII) for candidates referred for the subject vacancy announcement. As with any information that contains PII, you should ensure that candidate application material is made available only to those individuals with a valid need to know and that proper access controls are followed.